



City of Hialeah

FINAL DEVELOPMENT ORDER AND CONCURRENCY & SITE PLAN REVIEW PROCESS

ARCHITECTURAL DRAWINGS AND SITE ENGINEERING INCLUDING PAVING AND DRAINAGE, SITE LIGHTING, LANDSCAPING AND IRRIGATION ARE TO BE INCLUDED AS A REQUISITE FOR THIS PROCES.

EFFECTIVE AS OF: 4/17/06

Step #1 As the first step for any New Development Order, all cases will need to be reviewed by **DERM** (Department of Environmental Resources Management, 33 South West 2nd Avenue, 1st Floor, Miami, 305-372-6500). Must submit Sewer Capacity Certification Application, on reverse side, completed by a) Applicant, b) Utility – Hialeah Department of Water & Sewers, 3700 West 4th Avenue, Hialeah. Applicant for sewer capacity certification letter must complete sections ‘a’ and ‘b’. Form available at Hialeah Water and Sewer Department.

Only after Step #1 is completed, will all three sets of plans be allowed to follow the steps described below. All departments noted in subsequent steps must sign all three sets of plans. The signature is to be on the back of said plans where4 the Site Plan & Concurrency stamp is affixed.

THIS ORDER OF STEPS MUST BE FOLLOWED AS SHOWN:

PHASE 1

- Step #2 Submit plans to **a) Planning** Division, 501 Palm Avenue, 2nd Floor, Hialeah, 305-883-8076. Plans will be taken by City Staff to **b) and c).** **b) Fire** Department, 83 East 5th Street, 2nd Floor, Hialeah, 305-883-6900, for fire Marshal’s review for approval or disapproval. **c) Flood** Criteria Review (Building Division, 501 Palm Avenue, Second Floor, Hialeah, 305-883-8012.
- Step #3 Plans will be taken by City Staff to: a) **Streets** Division, 5601 East 8th Avenue, Hialeah, 305-687-2611, for review. A Department representative will sign plans with an approval or disapproval **b) Plans** go to **Storm water** Division, 5601 East 8th Avenue, Hialeah, 305-687-2611, for review **c) Solid Waste** Division, 5601 East 8th Avenue, Hialeah, 305-687-2617, for review. A Department representative will sign plans with an approval or disapproval. **(Details and dimensions of dumpster are a requisite before going to this Department)** **d) Parks** Department, 5601 East 8th Avenue, Hialeah, 305-687-2650, for review. A Department representative will sign plans with an approval or disapproval. **E) Construction and Maintenance Department**, 900 East 56th Street, Hialeah, 305-687-2620.

PHASE 2

- Step #4 Submit plans to **Miami-Dade Water & Sewer Authority**, 3575 South LeJeune Road (South West 42nd Avenue), Miami, 305-665-7471, for payment of water and sewer connection fee.
- Step #5 Submit plans to the **DERM Plan Review Section** at 111 NW 1 Street, 10th Floor, Miami, 305-375-3330 or 11805 SW 26 Street, Miami, 786-315-2670, only if Job requires a new parking lot or drainage system.

PHASE 3

- Step #6 **a)** Submit plans to **The City of Hialeah Water & Sewer**, 3700 West 4th Avenue, Hialeah, 305-556-3800, for final review. **b)** Plans will be taken by City Staff to the **Planning** Division, 501 Palm Avenue, Second Floor, Hialeah, 305-883-8076, to complete the concurrency process. One set of plans will remain in Department.